

20 JULY 1995

Civil Engineer

**DORMITORY, HOUSEKEEPING,
AND MANAGEMENT**

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OPR: 6 CES/CEH ()
Supersedes MACDR 90-2, 12 Feb 90

Certified by: 6 CES/CC (Maj Dale M. Bradley)
Pages: 8
Distribution: F; X - HQ ACC/CEH

This instruction establishes standards, assigns responsibilities, and prescribes procedures for inspections, maintenance of enlisted dormitories, and conduct of occupants.

SUMMARY OF REVISIONS

This revision incorporates the requirements, information, and procedures formerly in MACDR 90-2, and updates office symbols and new instruction guides.

1. Applicability. This instruction applies to all organizations and enlisted personnel maintaining or utilizing dormitory space on MacDill Air Force Base.

2. Standards for Dormitory Rooms.

2.1. Interior Painting: Interior painting must be authorized by AF Form 332, Base Civil Engineer Work Request. Materials can be obtained at the Self-Help Store, building #36. Dormitory Managers and First Sergeants must coordinate.

2.2. Furnishings: The furniture issue for each room will be provided by the Air Force in accordance with TA 414 and Base Quarters Improvement Plan. Occupants may provide their own furniture or furniture in addition to the basic issue provided:

2.2.1. Space is available within the room.

2.2.2. It does not damage government property.

2.2.3. It does not require the removal of wall lockers and there is sufficient room in dormitory storage rooms to store any items of the basic issue that are removed from the room.

2.3. Appearance: Articles displayed on shelves, desks, or elsewhere will be arranged in an orderly manner. Drawers, lockers, or closet doors will be closed. The contents will be neatly arranged in an orderly fashion. Books, magazines, and other articles will be neatly arranged. Beds will be made. Trash containers will be emptied as required so that there is no excessive accumulation of discarded materials. Floors will be clean, i.e., waxed, buffed, or vacuumed. Trash containers must be constructed of noncombustible material.

3. Standards for Hallways, Lounges, Dayrooms, and Other Dormitory Areas.

3.1. Painting: Frequency of painting in these areas will be on an as required basis. There are flexibility of colors and self-help policies. Bathroom walls and ceilings, other than ceramic tiles, will be painted with a moisture resistant enamel paint.

3.2. Furnishings: The items placed in these areas depend upon the purpose and utilization plan for a particular area. Only storerooms and janitor closets will be used for storage. Lounges/dayrooms will be furnished in accordance with the items authorized for these areas in TA 414 and the Base Quarters Improvement Plan, and will be in a good state of repair. If the room is designated as a quiet area, game equipment (pool tables, dart boards, etc.) should not be provided in that area. Contents of storage rooms will present an orderly appearance.

3.3. Cleanliness: Floors will be waxed, buffed, or vacuumed. Lounges and dayrooms will be maintained in the same standard of neatness as individual rooms. Latrines and laundry rooms will be clean and sanitary, and will not be used for storage. Plumbing fixtures and exhaust systems will be maintained in a state of good repair, i.e., clean and free of soap residue, or accumulated lint. Where carpet is used, it will be clean and vacuumed.

4. Definitions.

4.1. Formal Command Dormitory Inspection: A scheduled dormitory walk through is performed by the Wing Commander or a representative of the Wing/Group Commander who will check hallways; laundry rooms; dayrooms/lounges; latrines; storage rooms; outside areas (including parking lots), and spot check living areas in order to assess overall living conditions, furnishings, state of repair, and standards established by the Squadron Commander. They will not assign an overall rating for the dormitory.

4.2. Formal Room Inspections: An inspection will be conducted by the Commander, First Sergeant, or Dormitory Manager in order to determine if occupants are maintaining assigned rooms in accordance with AFI 32-6005. Rating will be assigned using one of the methods listed in AFI 32-6005.

4.3. Spot Check/Inspection: A check/inspection periodically conducted between formal inspections by a Commander, First Sergeant, Dormitory Manager, and/or Command Inspection to determine that appropriate standards of cleanliness, repair, safety, and welfare are being met.

5. Responsibilities.

5.1. Squadron Commanders will:

5.1.1. Ensure that all personnel under their command who are assigned to or are responsible for maintaining enlisted dormitories are familiar with and comply with this instruction.

5.1.2. Perform inspections as described in paragraph 9. of this instruction.

- 5.1.3. Designate an individual as Dormitory Manager. Recommend a selection in the grade of E-5 or above.
- 5.1.4. Designate an individual residing on each floor as floor chief (as required).
- 5.1.5. Establish procedures and/or indoctrination program that will ensure each dormitory is kept clean and orderly during weekends and holidays.
- 5.1.6. Establish a dormitory council and ensure bay orderly is scheduled and performed on a regular basis.
- 5.1.7. Authorize personnel to live off base at their own expense without Basic Allowance for Quarters (BAQ) and with single rate BAQ in accordance with AFI 32-6005. Recommendations for approval will be given by the Commander or First Sergeant exercising administrative control. The statements will be maintained by the unit with a copy provided to the Housing Flight.
- 5.1.8. Maintain accountability of dormitory furniture and equipment.
- 5.1.9. Approve local drayage and non-temporary storage of household goods for personnel.
- 5.2. First Sergeant/Dormitory Manager will:
 - 5.2.1. Assist the Commander in ensuring compliance with this instruction.
 - 5.2.2. Keep a copy of this instruction easily accessible for dormitory occupants. Provide each occupant a copy upon assignment.
 - 5.2.3. Attend quarterly Dormitory Community Action Team meetings.
 - 5.2.4. Submit CE Form 139, Monthly Dormitory Occupancy Report, to 6th Civil Engineer Squadron, Housing Flight (6 CES/CEH), no later than the third working day of each month.
 - 5.2.5. Ensure that an AF Form 291 (Unaccompanied Quarters Assignment-Termination Record) is completed on each dormitory resident and a copy provided to the Housing Flight for semi-annual record reviews.
 - 5.2.6. Process all priority 4, 5, and 6 personnel who are receiving full BAQ entitlements through the Housing Flight for alternative housing in the local community.
 - 5.2.7. Provide the Housing Flight with a letter of appointment informing when a new First Sergeant, Dormitory Manager, or temporary duty assignment is made for an acting First Sergeant or Dormitory Manager, include name, rank, duty phone, squadron, and length of assignment.
 - 5.2.8. Ensure that outside areas are policed by 0800 (Monday through Friday). Area of policing responsibility extends halfway to adjacent buildings or halfway into bordering streets or parking lots, where parking lots are shared with other activities, or as agreed upon by concerned First Sergeants. Coordinate with other activities when parking lots are shared to determine each squadron's area of responsibility. Ensure grass is kept trimmed.
 - 5.2.9. Ensure individual room air conditioning filters are changed on a regular basis by resident. They should be changed monthly.
 - 5.2.10. Require the occupant to sign AF Form 228, Furnishings Custody Receipt and Condition Report, to receipt for furniture, room, and its condition. The receipt will be in two copies and

include the stock number. Give one copy to the occupant, maintain original copy until termination of quarters.

5.2.11. Accompany airmen to their assigned room for initial inspection and receipt of room furnishings.

5.2.12. Ensure that supplies and equipment necessary to comply with this instruction are available to occupants.

5.2.13. Maintain a dormitory bulletin board to be located in a prominent place. Ensure that required directives are posted, i.e., AFI 90-301.

5.2.14. Ensure that requests are submitted to 6 CES, base supply, services, and contract maintenance for repair or replacement of facilities, furnishings, or equipment, and maintain an accurate record of these transactions.

5.2.15. Coordinate with 6 CES to ensure dormitory service calls are completed and emergency requests are fulfilled in an expedient manner.

5.2.16. Ensure proper standards of conduct are maintained in the dormitories.

5.2.17. Ensure that personnel terminating residency of the dormitory comply with the following:

5.2.17.1. Room fixtures and furnishings are clean and in proper repair.

5.2.17.2. All structural alterations (shelves, etc.) have either been removed or signed for by roommate in accordance with paragraph [5.3.15](#).

5.2.18. Perform inspections as prescribed in paragraph [9](#) of this instruction.

5.3. Personnel assigned dormitory space will:

5.3.1. Assume responsibility for cleanliness and condition of assigned rooms.

5.3.2. Ensure the door is locked, window secured, and that lights, televisions, and stereos are turned off when the room is unoccupied. In addition, ensure the air conditioning is turned to low or off when leaving room for extended period. To prevent loss of personal property and safekeeping of assigned furniture, each occupant is required to keep his/her room locked when the room is unattended or when the individual is asleep in the room. The door must be locked and window secured even for such periods when the occupants of the room are in adjacent room or while taking a shower.

5.3.3. Corrective action by the Squadron Commander should be initiated when a room is found unlocked. Room security is the responsibility of the individual. Due care must be exercised to ensure the security of valuables. Place small valuables (watch, etc.) in a locked locker and always ensure that the room is secure (locked) before leaving.

5.3.4. Maintain room in a presentable manner at all times. Beds will be made with linen (to include either a mattress cover or pad) when not in use during duty hours. Dust cover or bedspread will be neatly placed on the bed unless otherwise specified. An open air bed will be made on the day of linen exchange. A Day-Sleeper Tag will be displayed on the occupant's door when occupant is off duty and is in bed during normal duty hours (0730-1630).

5.3.5. Ensure walls, ceiling, venetian blinds, light fixtures, ceiling fans, lockers, furniture, wall decorations, floors, baseboards, interior/exterior windows, and window sills are clean and free of dust. Floors will be waxed, buffed, or vacuumed. Drapes will be hung neatly and orderly. Clothing will be stored in a neat and orderly manner. Approval of self-help projects for improving room appearance or alterations must be obtained from the Base Civil Engineer through the First Sergeant. Exterior windows will be cleaned by contract personnel under a base wide cleaning contract.

5.3.6. Keep refrigerators clean (to include door seals), orderly, and defrosted. Refrigerators will be steady and level at all times. Food and beverages are authorized in the dormitory, but extreme care must be exercised to ensure that perishable foods are kept in the refrigerator when not being consumed. Cleaning utensils will be kept clean at all times. All other consumables will be stored carefully and neatly so as not to create an unhealthy environment.

5.3.7. Be permitted to use the following electrical equipment: radios, electric clocks, stereo equipment, phonographs, televisions, computers, and desk lights. An antenna outlet can be installed in rooms without an outlet only upon approval from the Base Civil Engineer. The Squadron Commander or First Sergeant may approve installation or use of electrical equipment listed above.

5.3.8. Quiet hours are from 2200-0600. The volume on all audio equipment, including televisions, will be kept at a level that does not disturb other dormitory residents. Courtesy to your neighbors must be respected.

5.3.9. Keep lockers, furniture, rugs, and authorized electrical equipment arranged in an orderly fashion. Furniture items will not be moved from room to room without prior approval of the First Sergeant and/or Dormitory Manager. Furniture items will not be moved from dormitory to dormitory without prior approval of the First Sergeant and/or Dormitory Manager and the Noncommissioned Officer in charge of Housing Supply.

5.3.10. Use personal furniture and equipment in dormitory rooms after approval is obtained from the Squadron Commander or First Sergeant. Personal furniture items including rugs will be kept clean and in good repair and will be inspected regularly. Squadron Commanders and First Sergeants will ensure cleanliness of personal furniture during inspections and direct removal/cleaning at the owner's expense, if required.

5.3.11. All pictures, posters, and similar wall displays used will be in good taste and attached to the wall in a manner that does not damage the wall. Nude posters will not be openly displayed at any time.

5.3.12. Be permitted to store and consume alcoholic beverages. Room occupants must be 21 years of age or older to do so.

5.3.13. Use secure storage facilities, when provided, for storage of personal belongings.

5.3.14. Permanently mark high value and easily pilferable items, i.e., televisions, stereos, radios, computers, and sports equipment. Items should be marked with the full name and social security number of the owner. Obtain Operation Crime Stop material and information from your squadron representative. Security Police will provide technical assistance in this program as needed.

5.3.15. Be responsible for removing any and all structural alterations to the room before being relieved of responsibility for the room. Whenever a roommate desires that the structural alter-

ations remain, he/she may accept the alterations and the responsibility for them by signing a statement to that effect.

5.3.16. Ensure the room fixtures and furnishings are clean and in proper repair at final inspection by the First Sergeant or Dormitory Manager before being relieved of responsibility for the room.

5.3.17. Individuals will contact the First Sergeant or Dormitory Manager five workdays in advance of termination date. Any loss/damage other than reasonable wear and tear will be documented and restitution action will be completed. Individuals will not occupy rooms after the termination inspection and final out-processing.

5.3.18. Ensure that individual room air conditioning filters are changed at least once a month, that filter frames are installed properly (wire mesh up), and that the fan assembly unit and drain pans are clean. Ensure that furniture or other items do not block the air flow from the air conditioning. Windows and doors will be kept closed when air conditioning is in operation. Reduce fan speed on air conditioning to low when rooms are unoccupied.

5.3.19. Display identification cards on doors (minimum, rank and name).

5.3.20. All residents will strictly adhere to all rules and requirements set forth in this instruction.

6. Management Procedures for Housing Enlisted Personnel (Outside of Unit Resources).

6.1. The organizational commander responsible for providing housing support of enlisted personnel not assigned to their unit is designated Custodial Commander. The custodian will be fully responsible for the overall dormitory management program as outlined in paragraph 5.1. with the following exceptions:

6.1.1. Disciplinary problems arising in the dormitories will be referred through the custodial commander to the individual's assigned unit Commander or First Sergeant for corrective action.

6.1.2. Recommendations for enlisted personnel to reside off base at their own expense (without BAQ) or with single rate BAQ, in accordance with AFI 32-6005, will be approved by the Commander or First Sergeant exercising administrative control. The statements will be maintained by the individual's assigned unit and a copy provided for the Housing Flight.

6.1.3. Approve local drayage and non-temporary storage of household goods.

6.2. Provide Housing Flight with a letter of appointment informing when temporary assignments of Dormitory Managers and First Sergeants are made. They are responsible for enforcing and supporting policies established by this instruction.

6.3. Unit Commanders that command enlisted personnel residing in dormitories outside of their administrative control are responsible for enforcing and supporting policies of management established by the custodial commanders as outlined in this instruction.

7. Dormitory Furnishings and/or Equipment.

7.1. Custodial Commanders will be responsible for purchase and repair of the following:

7.1.1. Lawn maintenance equipment.

7.1.2. Vacuum cleaners, floor polishers, and carpet shampoo equipment.

7.2. Furnishings Management Office (FMO) will purchase and distribute the items listed below. Repair responsibility will be as designated. Joint accountability between FMO and squadrons will exist in the following manner: The Dormitory Manager will acknowledge receipt for all dormitory furniture by signing a CA/CRL (RI4) and be responsible for accountability and control to FMO. The representative will be either the Squadron Commander, First Sergeant, or the Dormitory Manager.

ITEM	REPAIR AGENCY
Beds	Housing Supply
Chairs and Sofas	Housing Supply
Dressers	Housing Supply
Refrigerators	Civil Engineer
Televisions	Using Organization
Pool Tables &	Using Organization
Game Equipment	
Microwave Ovens	Using Organization

8. Prohibitions:

- 8.1. All contraband, this includes marijuana, pep pills, etc., and drug administering paraphernalia.
- 8.2. Smoking in bed (reference AFI 32-2001). Incense and/or candles will not be burned (in accordance with safety and fire prevention practices). Only flashlights and other dry cell battery operated lights will be used for lighting during power failures.
- 8.3. Flammable materials (paint, petroleum, etc.). Petroleum or flammable products will not be stored, with the exception of personal grooming products.
- 8.4. Explosives and explosive devices.
- 8.5. Firearms, bow and arrow, num chucks, and other dangerous weapons will be stored in the 6th Security Police Squadron Armory as directed in AFI 31-209. Retention or possession of weapons in a dormitory or other facilities used primarily as housing is specifically prohibited.
- 8.6. Cohabitation and overnight quartering of either civilians or military is strictly prohibited. Visiting hours are from 0600-2400. Any visitors under the age of 21 must be registered in writing with the Dormitory Manager.
- 8.7. Issued refrigerators and microwaves will not be painted or decorated in any manner to include placement of decals thereon.
- 8.8. Routine access to roof areas is strictly prohibited.
- 8.9. Pets are prohibited except as follows: No more than two small caged birds; tropical fish in aquariums not exceeding 20 gallons per room occupant.
- 8.10. Display of pornographic, inflammatory items, or objectionable material.
- 8.11. Child care/baby-sitting activity is not allowed, not even short term.

9. Inspections.

9.1. Dormitory inspections will be conducted to ensure that the standards of AFI 32-6005, "A-B-C" Quarters Inspection Plan, are being maintained in a manner conducive to good health, cleanliness, and welfare, and to promote individual responsibility and initiative.

9.2. The frequency of formal walk throughs by Command Inspections will be conducted on a quarterly basis or as directed by the 6th Air Base Wing Commander (6 ABW/CC).

9.3. During quarterly walk through, the Commanders and First Sergeants will accompany Command Inspectors with appropriate keys.

9.4. A representative from Operations Flight (6 CES/CEO) will accompany Command Inspectors during quarterly walk through. Provide a copy of the Dormitory Inspection Report to 6 CES/CEH. 6 CES/CEH will monitor status of open job orders and required work.

10. Form Prescribed. MACD Form 6.

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Commander